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# **BROADCAST, DIGITAL MEDIA & SATELLITE EXPO**

**12-14 MARCH 2013**

Dubai International Convention & Exhibition Centre



# **TECHNICAL MANUAL**

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## TECHNICAL MANUAL

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## 2.0 Contractor Information

Contractors are advised to read the whole of the Exhibitor Manual and the Technical Manual so that they are full conversant with all elements of working at the Venue. From a Contractor perspective please pay particular attention to **Contractor Information, Electrical Information, Standfitting Information, Health & Safety Information** as well as the **Technical Information**.

### 2.1 Badges – Contractor

The following regulation has been introduced by DWTC Protocol and Security Department as required by the Dubai Naturalisation and Residency Department.

#### **Temporary Contractor Badges - Local Contractors (UAE Based)**

##### **Individual Application**

All contractor staff must report to the cashier's cabin at the Za'abeel service yard to avail of a temporary contractor badge in exchange of a valid proof of identity which can be either a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE government organisation ID card.

This proof of identity will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badge is returned. As of 1 September 2011, each of these contractor badges will be charged AED 20.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

##### **Group Application**

A contractor may also apply for DWTC contractor badges for the company's entire team any time before the build-up starts. A representative of the company should submit the application at the cashier's cabin at the Za'abeel service yard along with each staff's original proof of identity (a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE government organisation ID card) that will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badges are returned.

As of 1 September 2011, each of these contractor badges will be charged AED 20.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

#### **Temporary Contractor Badges - International Contractor Badges (non-UAE based)**

All contractor staff must report to either the cashier's cabin at the Za'abeel service yard or at Al Wasl reception to avail of a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. AED 200.00 will be charged per badge; this AED 200.00 represents an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can be claimed upon returning the badge within 15 days from the date of payment. In the event of the badge not being returned to the cashier's cabin at the Za'abeel service yard or at Al Wasl reception, the deposit will not be refunded.

#### **Annual Contractor Badges**

Annual contractor badges can be issued for regular contractors working at DWTC. The validity of these badges is 12 months from the time of purchase.

The price of each badge depends on the total number of badges issued for the same company.

As of 1 September 2011, the prices are as follows:

- 0 – 99 badges      AED 500.00 per badge
- 100 – 149 badges    AED 450.00 per badge
- 150 – 199 badges    AED 400.00 per badge
- 200 – 249 badges    AED 350.00 per badge
- 250 and above      AED 300.00 per badge

In order to apply for annual contractor badges, the contractor's company should provide a soft copy of the following documents:

- A request letter on company letterhead
- A copy of the company trade licence

- A copy of the valid visa and passport (on one page) of each applicant
- A photo (JPEG format) of each applicant
- A staff list using the format shown below

A company representative should submit all the applications to the FM Protocol and Security Department located on level 1 of DWTC Management Offices. Once the badges are issued, the representative should make the payment in advance to DWTC Finance Department Cashier's Office located at Al Wasl Building, level 1 and collect the badges.

The company is responsible for returning the badge to DWTC when the applicant is no longer under their sponsorship. The individual or the company will have to pay a fee of AED 500.00 against a lost badge.

#### **Collection Points**

DWTC contractor badges can be collected at:

- Cashier's cabin at the Za'abeel service yard for temporary and international contractor badges
- Al Wasl reception for international contractor badges (this facility will be in operation upon prior approval)
- Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheikh Saeed Halls for pick-up drivers delivering goods (this facility will be in operation upon prior approval)

#### **Notes**

- DWTC contractor badge is the property of DWTC and must be used in accordance with the agreed terms and conditions
- Under no circumstances can a contractor be admitted into the halls without showing a valid DWTC contractor badge
- DWTC contractor badge bearers enter the complex at their own risk and DWTC holds no responsibility for any injury to persons or damage to a vehicle or property
- Access by contractors will be restricted to the specific halls wherein build-up and tear-down are required.
- Contractor Badges are valid for build up and tear down period only.

#### **Special Contractor Badges – Valid For the Open Period of the Show**

Special Contractor Badges are available to Contractors by paying AED 125 per badge and can be ordered on site. However, these badges will be issued at the discretion of the Organiser and are only for the purpose of essential services to be carried out on the stands. Access will be permitted for one hour prior to the show open & one hour after the show has closed.

## **2.2 CONTRACTOR INFORMATION**

The Organisers must be informed by at least by 10 February 2013, to give their written approval, where any of the following is proposed:

- Any material, exhibit or substances that are of a hazardous, dangerous, noxious, explosive or objectionable nature.
- Exhibits that produce fumes, exhaust and smoke
- Operating machinery and apparatus
- Use or display of radioactive materials
- Use or display of pyrotechnics and lasers
- Use or display of firearms, weapons and ammunition whether replica or fully functional
- Use or display of flammable liquids, oils and gases
- Welding or similar processes where acetylene or compressed gas is being used
- Any use of compressed air
- Any recording, broadcasting or use of radios (two way or for microphones), film sound, music or video or any other presentation likely to generate excessive noise.
- The use of balloons
- Public entertainment including fairground, amusements, displays and live performances

#### **All Contractors to note:**

All work must be carried out in accordance with the Rules and Regulations, which form part of the Operating Manual issued by DWTC as part of the Exhibition Licence Agreement and are shown in short-form below.

All Contractors carrying out work shall observe the 'Safe Working Practices' as follows:

Licensee's staff and Contractors shall be vigilant regarding health and safety of themselves and others in the Halls, and they shall observe the following practices, which will be monitored and enforced, as necessary by the Company:

- The understanding of the Fire, Emergency and Accidents Procedures.
- The need to maintain emergency gangways, through the Centre and the Halls in build-up and breakdown situation.

- The use of hard hats when working beneath or near overhead working or if this be impracticable, restricting access in such areas.
- The need of operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used for the purpose for which it was designed and those safety guards are correctly fitted and used.
- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- That stacker trucks are not used by other than fully trained personnel.
- That chemicals and flammable liquids are, after use, removed from the Exhibition Halls by the user for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- That any work area is maintained free from general waste materials which could hazard operatives.
- That proper scaffolding is used during the construction of any building within the Halls, safety features of the scaffolding are provided, in acceptance with established standards and that any tower scaffold in use is properly established and propped.
- Use of 3-pin adaptors with earth clips to connect European sockets to British sockets and never to use a 2-pin plug in a 3-pin socket or vice versa.

**Unforeseen Occurrences:**

In the event of any occurrences not foreseen in these Rules and Regulations, the decision of the Organiser shall be final.

### **2.3 Letter of Undertaking/Performance Bond**

The Letter of Undertaking is a compulsory document that is required from the Contractor. It is required before any work may start at the build of the show. It is also important that the Contractor fully understands and reads all sections of the Exhibitor Manual before completing the letter.

A copy of the Letter of Understanding is on the following pages. Once completed the Letter of Understanding is to be returned to the Senior Operations Manager – DWTC Exhibitions; along with the Performance Bond.

***See Performance Bond – Contractor Information***

### **2.4 Performance Bond/Letter of Undertaking**

In our constant efforts to improve our service delivery to our clients, we have implemented a Performance Bond requirement for all stand Contractors, working on all shows organised by Dubai World Trade Centre.

This is compulsory for all stand Contractors working in the exhibition halls or any off-site venues to complete the Performance document.

A copy of the Performance Bond is on the following pages. Once completed the Performance Bond is to be returned to the Senior Operations Manager – DWTC Exhibitions; along with the required Managers Cheque or Bank Guarantee and the Letter of Understanding.

***See Letter of Understanding – Contractor Information***

## **LETTER OF UNDERTAKING**

The Contractor hereby undertakes to the Organiser that it shall:

1. Carry out all work in accordance with the Rules and Regulations as laid down in the Exhibitor and Technical & Standfitting Manuals and in accordance with professional standards of care and diligence.
2. Strictly adhere to the attached published Exhibition Time Table for the CABSAT 2013
3. Ensure all the stand building will be ready by the deadline communicated by the Organiser if not earlier.
4. Ensure all standfitting materials including scaffolding; lifting equipment, waste materials, etc. will be cleared from the halls/venue by the given deadline, before the show opens and after the show closes.
5. Ensure proper conduct of their work force.
6. Ensure no damage or loss is caused to other stands, the venue property which includes floor/tarmac, ceiling truss, walls lighting fixtures/cables or any other fitment such as pontoons, corporate decks or any premises' facilities or to any person or property.
7. Ensure that all manpower is adequately trained and legally authorized and licensed to carry out the works.
8. Ensure compliance with all Governmental Health & Safety Standards in relation to any potential hazard or danger to visitors/Exhibitors.
9. Assume responsibility for any and all Sub-Contractors it subcontracts.

The Organiser reserves the right, at its sole discretion to apply penalties, in the event of any breach by the Contractor, of any of the above undertakings.

Exhibition Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

City/Country: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact Person with designation: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Official Company Stamp: \_\_\_\_\_

*This document must be returned together with the Performance Bond*



## **PERFORMANCE BOND**

All Contractors are required to issue a Performance Bond in favour of Dubai World Trade Centre (LLC).

Only when this Performance Bond is placed and the Letter of Undertaking signed and returned to the Organiser, will the Contractor be allowed to commence work in the exhibition halls or any off-site venues.

The Performance Bond must be paid either as a Manager's Cheque or Bank Guarantee, in favour of Dubai World Trade Centre (LLC) as follows:

**AED 10,000: per Stand / Pavilion contracted.**

**AED 20,000: per Double Decker stand contracted.**

The Performance Bond will be refunded to the Contractor, 3 weeks after the end of the Exhibition, subject to the application of penalties for any breach of the conditions stipulated in the Letter of Undertaking.

The Contractor is required to provide the Organiser with full bank details for refund purposes, so that this refund can be processed accordingly.

The deadline to submit the Performance Bond is **10 February 2013**.

### **Performance Bond Refundable subject to conditions**

Exhibition Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

City/Country: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact Person with designation: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Official Company Stamp: \_\_\_\_\_

Stand Numbers: \_\_\_\_\_

Total number of stands: \_\_\_\_\_

Manager's Cheque No. \_\_\_\_\_ Value: \_\_\_\_\_

Bank Guarantee No. : \_\_\_\_\_ Value: \_\_\_\_\_

For Official Use only:

Managers Cheque / Bank Guarantee Received On	Amount to be refunded:
Penalties, if any:	Date of Refund:
Date of return	Name & Signature

*This document must be returned together with the Letter of Undertaking*



## 3.0 Electrical Information

### 3.1 Batteries

- (a) **General**

Charged batteries may only be exhibited as part of electric lighting, small demonstration, house lighting, plants or other small working devices. No Stand lighting shall be connected thereto. The use of approved purpose made self-contained secondary lighting fittings both of a maintained and non-maintained pattern will be permitted provided they are connected to a 24-hour supply.
- (b) **Terminals**

All terminals of charged batteries, whether in use or not, shall be fitted with a cover of non-conducting incombustible material.
- (c) **Switches and Fuses**

A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.
- (d) **Charging**
  - 1) **Current Regulation**

The battery charging unit shall be fitted with an automatic current regulator which cuts off the mains supply to the rectifier when the battery is fully charged and is otherwise of an approved type.
  - (2) **Times for Charging**

The battery may only be charged on the Stand at times when the Public is not in the Hall.
  - (3) **Charger Isolation**

The circuit to the charger unit shall be directly connected to DWTC's supply with its own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.
  - (4) **Enclosure**

The equipment and its charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.
  - (5) **No Smoking Signs**

"No Smoking" signs shall be displayed in the vicinity of the charging operation.
- (e) **Batteries Not in Use**

Charged batteries on exhibit vehicle or other exhibits shall be disconnected at both terminals.

### 3.2 Chokes and Capacitors

- (a) **Location**

Choke and capacitor for fluorescent lighting shall be fixed in accessible and well ventilated positions away from combustible material and shall be spaced at least 10mm there from by an air gap or by non-combustible material.
- (b) **Connecting Wiring**

Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1m in length shall be of PVC sheathed. PVC insulated flexible construction, placed well away from readily flammable articles and shall not be installed under flooring or in spaces enclosed by Stand construction.

### 3.3 Electric Cookers/Kettles/Irons etc

- (a) **General**

The use of exhibits with exposed elements is not permitted. Any apparatus which has a hot surface and all electrical appliances such as electric kettles, irons etc., shall be guarded where necessary and stood or mounted on incombustible material. All appliances under this heading which are liable to exceed a surface temperature of 70° C shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons and similar appliances shall not be connected to the lighting circuit; they shall be separately connected to the electrical supply.
- (b) **Electric Kettles**

Electric kettles shall be fitted with an automatic safety device whereby in the event of boiling dry, the kettle will be automatically disconnected.
- (c) **Adjacent Construction**

Walls adjacent to all electrical cookers, irons, kettles, hot plates, etc., shall be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances and adequate ventilation shall be provided.

### 3.4 **Electric Discharge Lamp Installations**

Installations of any type of high voltage luminous tube sign or lamp as an illuminated unit on a Stand, or as an exhibit, shall confirm to the following conditions:

- (a) **Location**  
The sign or lamp exhibit shall be installed out of reach of or shall be adequately protected from the Public.
- (b) **Installation**
  - (1) **Signs**  
The fascia or stand fitting material behind luminous signs of this nature shall be incombustible material and protected as required by BS 7671 (IEC364)
  - (2) **High Voltage Gear**  
High voltage gear shall be mounted on incombustible material and protected as required by BS7671 (IEC364)
- (c) **Fireman's Switch**  
A separate electric circuit must be used to supply such signs or lamp exhibits and shall be controlled by an approved pattern Fireman's emergency switch located in an accessible and visible position and labelled "Fireman's Switch" in accordance with the Authority's requirements.
- (d) **Approval**  
DWTC shall be advised by persons responsible for installing this type of apparatus of their proposals prior to installation on site. No installation of this type will be permitted unless approved by DWTC's Engineering in writing.

### 3.5 **Electric Motors**

- (a) **Isolators**  
Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.
- (b) **Starting**  
Motors in excess of 7.5 kW (10 hp) shall be fitted with current limiting devices for starting, i.e. shall not be started "direct-on-line". Where, however, the "direct-on-line" starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted in advance to DWTC for dispensation.
- (c) **Overload and No Volt Release**  
Every motor in excess of 0.375 kW (1/2 hp) shall be fitted with a starter having an overload release in each phase line.

Every motor shall be provided with means to prevent automatic restarting after a stoppage, to a drop in voltage or a failure of supply, where the unexpected restarting of the motor might cause danger.

### 3.6 **Electrical Contractor**

The Official Electrical Contractor for the event is as follows:

#### **Admin Office - Event Services**

Dubai World Trade Centre

P.O. Box 9292

Dubai

United Arab Emirates

Customer Contact Centre

Telephone: +971 43086333

Fax: +971 4 3188741

E-mail: [C3@dwtc.com](mailto:C3@dwtc.com)

**Orders** for electrical installations should be returned to the Official Electrical Contractor by no later than **10 February 2013** (*see FORM 13 Utilities Order Form – Exhibitor Service Forms Section*). **ORDERS PLACED AFTER 10 February 2013** WILL BE SUBJECT TO A SURCHARGE OF 20%. It is essential that this date is strictly adhered to, not only for the stand installation, but to enable the necessary mains to be ordered from DWTC in sufficient time for them to be laid in the hall before general construction commences.

### 3.7 **Electrical Wiring**

#### **Earthing**

#### **Earth Leakage**

Each Exhibitor shall provide exact details of earth leakage to prevent tripping and shall have provided by the Contractors, earth leakage (RCD/ELCB) protection (30 mA for lighting and 100mA for exhibit power) suitably positioned beyond the termination point of the supplied mains cable.

## **Regulations and Codes of Practice**

Metal conduit, metal casing of apparatus, frames of motors, etc., shall be efficiently bonded to earth using the earthing system provided within DWTC's permanent electrical distribution system. This Regulation shall apply to all matters covered by BS 7671. Where separate special Regulations and codes of practice have been prepared and approved by the Authorities (i.e. electrical installations and electro-medical equipment, "all insulated" apparatus, and appliances, which conform to the Standards of double insulation,) the current edition of these special Regulations shall apply.

### **Lighting Fittings**

At every lighting point an earth terminal shall be provided and connected to the earth continuity conductor of the final sub-circuit.

### **Metal Framework, etc.**

Where the electrical bonding to earth of metal framed Stands, metal water pipes, sinks and other items is necessary, this shall be to an earth conductor, which terminates at DWTC's electrical supply. The bonding conductor shall have a minimum cross-section area of 6mm<sup>2</sup>. Under no circumstances shall any of these items be used as the sole means of earthing an electrical installation. Where block mains are employed on metal framed Stands, the Stand framework shall be bonded at the incoming main position and also at the termination point of every submain. The bonding conductor shall have a minimum cross section area of 6mm<sup>2</sup>.

### **Insulation Slewing**

Every earth continuity conductor shall, wherever exposed, including within all termination enclosures, be totally insulated using green and yellow PVC sleeving.

### **Residual Current Devices/ ELCB**

Where a residual current device ELCB is installed this shall only be considered a secondary means of protection.

### **Wiring**

#### **Material Specification**

Stand wiring may be PVC, elastomeric or other plastic sheathed cable, not less than 1.5mm<sup>2</sup> cross sectional area and 300/500 volt grade.

#### **Joints**

Joints shall not be made in cables except where necessary as a connection into the circuit. In such cases insulated screwed connectors shall be used, and shall be totally enclosed in insulated enclosures.

#### **Excess Current Protection**

All circuits must be separately protected for excess current with fuses or other means of excess current protection.

### **Lighting Circuits**

#### **(a) Maximum Capacity**

Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected then the appropriate reduction shall be made (normally to 800 VA). All apparatus over 1000 VA shall be individually fused.

#### **(b) Main Load**

Where the lighting load of any Stand or feature is in excess of 14000 VA, the circuit shall be arranged to be suitable for connection to a 3 phase supply with neutral and phase conductors being of equal size.

### **Flexible Cords**

#### **(a) Limitations**

The use of flexible cords for Stand wiring is generally prohibited other than where forming part of a manufactured system, and then fully in accordance with Special Lighting Systems Section below.

#### **(b) Construction**

Flexible cords shall be of circular section, fully insulated and sheathed, and the only form of jointing shall be purpose made non-reversible flex connectors, being shrouded and having an earth terminal.

#### **(c) Length**

For static appliances, flexible cords shall not exceed 2m in length.

#### **(d) Position**

They shall be installed remote from textile fabrics.

### **Lamp holders**

Lamp holders in lighting systems must have screw clamp or screw terminal connections between the conductors and the plungers of the lamp holders. Lamp holders using spikes for connections shall not be used.

### **Special Lighting Systems**

Must comply with all Regulations and are subject to testing and spot checks.

#### **(a) Track Lighting Systems**

These may be used provided the track and all the accessories are of the same make, and also provided the loading on the system is compatible with the rating of the sub-circuit wiring and fuse, and complies with the requirements of Earthing section and Protection of Wiring section.

#### **(b) Other Lighting Systems**

Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with all other relevant aspects of these Regulations.

#### **(c) Client's Own Equipment**

Where "client's own" equipment is used this must comply with all Regulations and is subject to testing and spot checks.

### **Safety Extra Low Voltage Lighting Systems**

- (a) **Transformers**  
Multiple connections Safety Extra Low Voltage (SELV) Transformers shall be of an isolating type providing a high degree of safety and having a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by DWTC's Engineering. Transformers shall be clearly labelled indicating the precise details of any integral secondary circuit protective device: that they are manual re-set and shall include the rated transformer power output in VA.
- (b) **Positioning**  
Care shall be taken when installing SELV transformers, which shall be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.
- (c) **Cable Sizing**  
Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints subject to a maximum volt drop on 12v supplies of 0.6 volts. Cabling from a SELV transformer supplying extra low voltage track shall be of sufficient size for the full current rating of the transformer.
- (d) **Catenary/Uninsulated Pole Low Voltage Systems**  
The use of uninsulated catenary or uninsulated pole low voltage systems is prohibited.
- (e) **Earthing of SELV Equipment**  
Secondary windings of SELV transformers, fittings and lighting track connected to it shall not be earthed.

#### **Power Circuits**

Circuits feeding 13 amp socket outlets shall be radials. Where there is more than one socket per circuit, maximum rating of overcurrent protective device shall be 15 amps. Total load shall not exceed 3000 watts and not more than 3 sockets shall be permitted on that circuit.

#### **Coils/Reels of Flexible Cord/Cable**

Coils of flexible cord or cable loose or on reels and forming part of the circuit shall not be permitted.

## **3.8 Electricity Supply**

A separate mains cable will be supplied to each stand and each stand should have separate circuits for lighting and mains. It is the responsibility of the stand electrical Contractor to supply a distribution board, fused isolator or circuit breaker, fitted with an earth leakage protector of not more than 30mA for power and 100mA for lighting, suitably positioned in an accessible position and clearly labelled.

#### **Single Phase 240V:**

50 cycles per second AC supply, earthed neutral between 2 and 30 amps with 100 mA RCD/ELCB protection any one supply.

#### **Three Phase 380V:**

50 cycles per second AC supply, earthed neutral between 10 and 60 amps with 100 mA RCD/ELCB protection any one supply.

- a) Neutrals are earthed by DWTC.
- b) DWTC's standard supplies are normally acceptable as "clean" and suitable for use for computers and data processing equipment. However, it is recommended that the Exhibitor arranges a suitable UPS or line conditioner as protection for all electrical systems requiring clean supplies. DWTC (LLC) will not be held responsible for any damage to Exhibitors equipment.

#### **24 Hour Supplies**

Where continuity of supply is required this should be indicated by ordering a 24-hour supply. The continuous supply will be from the opening morning until the close of the Exhibition. During the build-up period the supply will normally be switched on and off as for Standard supplies. All 24-hour supplies must be clearly identified and a drawing provided showing the routing of cabling and wiring.

## **3.9 Electro Magnetic Compatibility**

Any electrical equipment radiating a magnetic field could cause problems for DWTC and other Exhibitors in the halls. This equipment may only be used if adequate precautions and suitable screens are provided. Any extra costs involved to overcome the magnetic problems will be the responsibility of the installer and liability for any costs/damage DWTC's electrical supply and/or others equipment lies with the installer. DWTC reserves the right to refuse to connect up any suspect equipment and disconnect any equipment known to cause a problem.

## **3.10 Guarding of Electrical Equipment**

- (a) **Electrical Equipment and Exhibits**  
Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals, etc., and accidental short circuiting.
- (b) **Conditions of Operation**  
Proper consideration shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which the normal safeguards may not be appropriate.

- (c) **Lighting Fittings**  
Lighting fittings mounted below 2m from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or materials.
- (d) **Heat Generation**  
Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitably guarded, be arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat shall be well ventilated.

### **3.11 Harmonic Distortion**

DWTC electrical mains normally provide an acceptably "clean" supply. No protection is incorporated in the mains to counteract interference produced by other Exhibitor's equipment connected to the same source of supply. All sensitive/vulnerable equipment should be protected by filters, etc.

Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, DWTC and other Exhibitors in the halls. This equipment may only be used if adequate precautions and harmonic filters are used. Any costs involved to overcome the harmonic problems will be the responsibility of the installer and liability for any costs/damage to DWTC's supply equipment and/or others equipment lies with the installer.

DWTC reserves the right to refuse to connect up any suspect equipment and disconnect any equipment known to cause a problem.

### **3.12 Lighting & Machinery Mains**

Separate mains will be supplied for Exhibitors' machinery and equipment from those used for the provision of lighting.

- (a) **Connection of machinery to lighting mains**  
Connection of machinery to lighting mains will NOT be permitted.
- (b) **Connection of lighting or small power to machinery mains**  
Connection of lighting or small power to machinery mains is prohibited. If any such connections are made, then the party responsible for placing the order for electrical supplies to that Stand will be required to order and have installed an appropriate lighting main. Where this is not practical the Stand will be subject to a surcharge equivalent to the late order cost of the lighting main which would otherwise have been installed.  
Mains will not be connected until this is rectified

### **3.13 Lighting of Showcases**

- (a) **Externally**  
Unless the exhibits are of an incombustible nature, showcases shall be illuminated from the outside only.
- (b) **Internally**  
Internally illuminated showcases shall be constructed of approved materials and wired in approved type cables (not flexible cords) and adequately ventilated.

### **3.14 Lighting of Signs**

- (a) **Fixing**  
Electrically operated or illuminated signs shall not be fixed on woodwork or cloth unless effectively protected by non-combustible material.
- (b) **Construction and Wiring**  
Internally illuminated signs shall be constructed of approved materials and wired in approved type cables (not flexible cords) which are related to the expected internal ambient temperature and adequately ventilated.
- (c) **Location**  
Illuminated signs, which in any way resemble exit notices and similar mandatory signs shall not be positioned in such a way as to cause confusion to the Public.

### **3.15 Load Limitation (Electrical)**

DWTC at its own discretion will limit the electrical supply or supplies where, in its opinion, the load or combination of loads requested may have an adverse effect on the supplies to Exhibitors.

### 3.16 **Local Switches & Socket Outlets**

- (a) **Local Switches**  
Local switches shall be fixed out of reach of the Public and shall be mounted and protected in a similar way to distribution fuse boards.
- (b) **Socket Outlets** - It is recommended that double socket outlets be installed.
  - (1) **Construction**  
Socket outlets shall be to BS 1363 (1984) industrial type for mechanical protection and be suitable so that in normal use their performance is reliable and without danger.
  - (2) **Location**  
Socket outlet enclosures shall be securely fixed to Stand floors, walls or partitioning in such a way that they shall not be subject to mechanical damage and shall be located not less than 2m (measured horizontally) from any sink unit, unless where this is unavoidable, 100 mA RCD protection is installed. Wall sockets shall be a minimum of 300mm above floor or work surface level.
  - (3) **Water Heaters**  
Water heaters shall be connected via fused spur outlets - not socket outlets.
  - (4) **Floor Sockets**  
Where a floor mounted socket outlet is essential it shall be securely fixed, not in a gangway and shall be adequately protected from the accidental ingress of water, and be of surface mounted pattern.
- (c) **Plugs**
  - (1) **Multiple Connections**  
Not more than one flexible cord shall be connected to one plug.
  - (2) **Fuses**  
The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto. Non-flexible cords shall not be connected into plugs.
- (d) **Adaptors**
  - (1) Multi-way plug-in type and bayonet adaptors shall not be used.
  - (2) The use of Trailing-Block type, 4 way fused sockets shall not be used.
  - (3) Extension cables shall not be used.

### 3.17 **Location of Boards**

Distribution boards and similar equipment shall be installed adjacent to the fused isolators. Switch and fuse gear, motor controls, starters, etc., shall be readily accessible, suitably connected and out of reach of Public Gangways. The electrical Contractor responsible for the Stand installation shall supply suitable service mains to connect his/her installation to the main supply cables supplied by DWTC.

### 3.18 **Mains Supply Cables & Distribution**

Every Stand shall be supplied by a separate mains cable except where, by approval of DWTC, a single mains cable may be installed to supply a block of up to six adjoining Stands. This approval will only be given where the electrical installation on all Stands within the block is the responsibility of a single Contractor.

**Note: The crossing of Gangways with mains cables via fascias and floors is prohibited.**

#### **Termination**

Mains cables supplied to stands will not be terminated. A distribution board, fused isolator or circuit breaker shall be supplied by the Contractor building the Stand and shall be situated in an accessible position on the Stand and be clearly labelled.

#### **Isolation**

- (a) Each of the Stands on a block fed from a single supply shall have its own means of isolation situated in an accessible position on the Stand and be clearly labelled.
- (b) Where a Stand is to be sub-divided into sections then this shall constitute a block of Stands and shall have a separate means of isolation for each individual section.

#### **Minimum Cable Size (Sub-Mains)**

The minimum acceptable cable size should be sufficient for the proposed loading, where sub-mains are required on a block of Stands.

#### **Proliferation of Mains supplies**

Where installation of a number of small supplies would, in the opinion of DWTC, lead to an unacceptable proliferation of supplies, then DWTC may, at its discretion, either itself install a larger supply and provide the supply ordered by sub-

distribution within the block, or instruct the nominated Contractor that only a single main will be installed to the group of Stands.

#### **Access for Installation**

The mains supply to Stands or exhibits will be installed on 11 December, 2009, provided that the supply has been ordered before the deadline. Before occupying the Stand, Exhibitors and their Contractors must check that the supply has been installed and, if not, shall only occupy areas of the Stand site permitted by DWTC until such time as the supply is installed.

### **3.19 Ordering of Electrical Supplies**

#### **Placing of Orders**

Orders will only be accepted when made in writing using the Electrical Mains order **FORM 13** in the Exhibitor Service Forms Section.

Supply will be a cable only to the stand. The position of the cable on the stand will depend on the position of the Service Duct serving the stand. Any other termination required should be ordered.

#### **Deadline for Orders**

Orders for mains electrical supplies shall be placed not later than **10 FEBRUARY 2013**.

Orders for mains electrical supplies received after **10 FEBRUARY 2013** will incur a 20% surcharge.

#### **Payment**

The Official Standfitting and Electrical Contractor reserve the right to refuse to connect a supply until payment has been received.

#### **Routing and Termination Positions**

The mains electrical supply shall be brought onto the Stand from the Service Duct within the area of the Stand. Connections from a Duct on an adjacent Stand shall not be permitted unless there is no trench on the Stand, or the organisers and adjacent Stand holder have given their prior permission.

**Only authorised personnel are allowed to enter the Service Ducts or remove Duct covers.**

The crossing of Gangways with mains electrical supplies via fascias and floors is prohibited.

**Note:** Persons responsible for designing the layout of Stands should acquaint themselves with the location of the under floor Service Ducts in the Halls used for installing Stand services to ensure that Stand layouts can, or are designed to, permit the termination of main cables over the Service Duct.

#### **Alterations to Orders**

##### **(a) Termination Position**

Where the termination position of a mains supply is altered after the deadline date for placing orders, this will be treated by DWTC as a late order and will be subject to a 50% surcharge.

##### **(b) Rating**

Where the rating of a mains supply is changed after the deadline date for placing orders, the new mains supply will be treated as a late order and will be subject to a 50% surcharge.

### **3.20 Power Supply**

*See Electricity Supply – Electrical Information*

### **3.21 Protection of Wiring**

**Platform floors must be provided in cases of the extraordinary amount of cabling that an exhibition of this type necessitates.**

However, any cable laid across the floor of a Stand shall be effectively protected and fixed to such floor in such a manner as to prevent risk of injury and where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials used to provide mechanical protection should be efficiently bonded to earth. Where tough overall sheathed cables are used without further protection, i.e. without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. In circumstances where full mechanical protection is impracticable a supply will only be provided if the circuit has a 100mA RCD/ELCB installed.

Cables should not be placed under carpets.

### **3.22 Space for Working**

Electrical apparatus (other than exhibits and portable equipment) shall be fixed in position with adequate space for operation and maintenance.



### 3.23 **Supply & Use of Electricity**

#### **Electrical supply**

DWTC will not supply electricity to any Stand, feature, display or exhibit, which does not comply with these Regulations or its reasonable requirements.

#### **Electrical installations**

The electrical installation including any temporary installations in connection with the provision of electricity to Stands and other parts of the Centre shall be of such a nature as to ensure safety in the utilisation of electricity. Installations within Stands shall be carried out in a competent manner and any installation found to be unsatisfactory would not be connected to the mains supply until DWTC is satisfied. Where a connection is made and a fault becomes apparent the equipment shall not be used until the fault has been rectified.

### 3.24 **Testing of Stand Installations**

- (a) To verify compliance, DWTC and its representatives will inspect and test all installations. The person responsible for the installation, only when it is complete and ready for inspection and testing, must complete and hand Form "Request for Connection and Energising of Utility Supply to Stand". Where found to be satisfactory, power will be supplied. Where the installation is found to be unsatisfactory the power will not be supplied and the person responsible must rectify any faults and advise when the installation is ready for re-inspecting and re-testing by re-submission of the test form. It is the responsibility of the person undertaking an installation to carry out the appropriate testing to ensure compliance with Regulations prior to the submission of Form "Request for Connection and Energising of Utility Supply to Stand".

(b) **Modification or Addition to Stand Installations**

If, after initial inspection and supplying of mains utility supplies, modifications or additions are made to the Stand installations, these must be notified to DWTC's Engineering for inspection or re-testing.

(c) **Appliances**

A competent person must have tested any electrical appliance connected to a socket before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons, responsible for bringing the equipment into the Hall.

(d) **Responsibility**

DWTC will not accept responsibility for:

(1) **Delays**

Delays in supplying power to installations found to be unsatisfactory or where insufficient time has been allowed for testing.

(2) **Faults**

Any faults discovered in installations after testing by DWTC. No approval, after testing or otherwise, shall absolve the Exhibitor of its obligation to comply in all respects with these Regulations.

### 3.25 **Time of Operation of Electrical Supplies**

(a) **During Build-Up**

During the build-up period for the Exhibition, supplies which have been tested and connected will normally be switched on within half an hour after the official opening times of the Hall and off within half an hour before the official closing time of the Hall each day. Additionally, there may be interruptions to the supply to allow DWTC to make extra connections.

(b) **During Exhibition Open Days**

Electrical supplies to Stands will normally be switched on, one hour before opening and off half an hour after the close of the Exhibition each day. All Stands not requiring continuous supplies should be switched off using the Stand isolator as soon as possible after the close of each Exhibition open period.

(c) **During Breakdown**

All electrical supplies will be switched off 30 minutes after the closing time of the Exhibition on the last day. Where an Exhibitor requires a supply after the close of the Exhibition, a request for such supply should be made through the organiser 24 hours before the final closing of the Exhibition. The supply may be reinstated after the close of the Exhibition once essential safety work has been completed.

For details on 24 hour Electrical Supply, *see Electricity Supply – Electrical Information*

### **3.26 Transformers and Frequency Converters**

(a) **Step-Up Transformers**

Step-up transformers shall not be installed without the written permission of DWTC's Engineering. Where such permission is required, drawings and full details shall be submitted at the time of application. Where, however, step-up transformers are used as an integral part of any electronic or similar apparatus, appliance or equipment, and providing the use of such step-up transformers conforms to the customary practice within a particular industry, no such permission will be required.

(b) **Step-Down Transformers**

Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary circuit shall be fitted with fuse protection in the phase line(s) and with three phase transformers, the neutral connected to earth.

(c) **Auto-Transformers**

Auto-transformers shall not be used, except as an integral part of motor starters, unless the written permission of DWTC has been obtained.

(d) **Location**

Transformers shall be placed in positions out of reach of the Public and shall be adequately ventilated.

(e) **Oil Filled Transformers**

Oil filled transformers containing more than 20 litres of oil shall be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a margin of 10%.

(f) **Frequency Converters**

DWTC shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

## **4.0 Health & Safety Rules and Regulations**

The following information is available to download from the Exhibitor Zone on show website.

**DWTC Health & Safety Rules and Regulations**

**DWTC Health & Safety Checklist**

**Catering Disclaimer Form**

## Method Statement - Example

PLEASE NOTE THAT THIS FORM IS FOR EXAMPLE ONLY.

PLEASE DO NOT RETURN THIS FORM AS YOUR METHOD STATEMENT

<b>Submitted by Managing Director/Senior Manager</b>  (in block capitals please)	
<b>Signed by Managing Director/Senior Manager</b>	
<b>Exhibitor</b> (in block capitals please)	
<b>Stand No</b>	<b>Date</b>

ITEM	RESPONSE REQUIRED
<b>Responsible Person(s):</b>	<i>Name of person(s) who will be responsible for the construction and breakdown of your stand.</i>
<b>Details of the Stand:</b>	<i>Hall ..... stand number..... surface total ..... m<sup>2</sup>, any unusual stand features.</i>
<b>Access:</b>	<i>Estimate the number of vehicles making deliveries and whether there will be any abnormal deliveries.</i>
<b>Erection:</b>	<i>The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections, etc.</i>
<b>Scheduling:</b>	<i>Estimate the number of hours and personnel needed within the time allowed to safely complete the stand.</i>
<b>Stability:</b>	<i>Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer.</i>
<b>Lifting:</b>	<i>If a forklift truck is required for erection, what lifting capacity needs to be provided locally.</i>
<b>Scaffolding:</b>	<i>Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out.</i>
<b>COSHH:</b>	<i>Advise of any proposed use of hazardous and toxic substances to the venue; outline the protection provided for employees and workers on adjacent stands.</i>
<b>Environment:</b>	<i>Consider any abnormal noise level that may be present, or work which may create dust or fumes; what ventilation and other control measures will be provided?</i>
<b>Services:</b>	<i>Note where electrical work will be carried out and where welding gases, compressed air, water or waste services will be brought onto site.</i>
<b>Safety features:</b>	<i>Identify the safety equipment and precautions that you will be providing on site, including protective measures that you will be implementing for all of the above and areas of risk as highlighted from your Risk Assessment.</i>
<b>Exhibits:</b>	<i>Provide DWTC with any/all details on exhibits which may present a risk to the public and/or the operator; how will this exhibit be delivered onto your stand?; what guarding or any other special requirements are there?; what hazardous waste will be produced and what measures will be employed to dispose of that waste?</i>

NB: This Method Statement Form is not usually applicable to Shell Scheme Exhibitors

## RISK ASSESSMENT FORM - EXAMPLE

PLEASE NOTE THAT THIS FORM IS AN EXAMPLE ONLY– DO NOT RETURN THIS FORM AS YOUR RISK ASSESSMENT FORM

<h1 style="margin: 0;">RISK ASSESSMENT</h1>		For show period (✓): BU   OPEN   BD		Date this RA undertaken: .....
Show:		RA undertaken by: ..... (BLOCK CAPS: FOR CONTRACTOR)		RA undertaken by: ..... (BLOCK CAPS: FOR EXHIBITOR)
Venue & Hall		(signed: FOR CONTRACTOR)		(signed: FOR EXHIBITOR)
<b>Task:</b>  NB:      Samples only – use your own! 2 pages are normal for a small stand, complex stands may require 20 or more.	<b>Hazard:</b>  List ALL here – but only the major ones. ‘None’ is usually insufficient.	<b>Who’s at risk (NAME):</b>  Exhibitors / Contractors / Sub-Contractors / Visitors / Young, New or inexperienced staff / General Public / Disabled / Lone Workers / Children / Other (name)	<b>Risk level:</b>  <b>Frequency</b> x <b>Severity</b> x <b>Max loss</b> x <b>Probability</b>	<b>Precautions (Control Measures):</b>  NB:      If the existing control measures are adequate, set them out. If more precautions need to be taken then prioritise the ‘High/Very High Risk’ hazards and implement their control measures first.
Working at height (ie: constructing and dismantling stands and working higher than 2m from the hall floor).	Falls of men and equipment causing injuries or death	Contractors; Exhibitors; New staff; Visitors	Medium	1. Hard hats & harnesses to be worn in appropriate areas; 2. Ensure temporary guardrails are fitted when constructing the upper deck; 3. Ensure only experienced staff are permitted to work at height; 4. Restrict access to stand by cordoning off areas where there is overhead working & erect warning signs.
The car/engine exhibit must be craned into position.	Crane collapse, sling failure resulting in crushing, death, damage to property	Contractors; Exhibitors; Visitors	High	1. Ensure only the official lifters lift items; 2. Ensure they know correct weight of item to be lifted; 3. Cordon off area whilst positioning, erect warning signage and use banksman; 4. Check condition of slings, equipment, operators license and inspection certificates.
Moving engine demo on stand.	Nips and trapped fingers due to poorly fitted guard	Children; Visitors	High	1. Fit Lexan or polycarbonate guard; 2. Ensure 2mm gap maximum around all moving parts; 3. Fit warning sign.

## 5.0 Standfitting Information

### Shell Scheme

#### 5.1 Shell Scheme Contractor

Eastern Exhibition Services Limited is the Official Shell Scheme Contractor for CABSAT 2013.

They are responsible for stand servicing and maintenance of Shell Scheme stands throughout the whole period of the exhibition. Please find below their contact details:

##### **Eastern Exhibition Services Limited**

PO Box 9279

Dubai

United Arab Emirates

Contact: Paul Machin

Telephone: +971 4 3809918

Fax: +971 4 3809912

E-mail: eastern2@emirates.net.ae

#### 5.2 Shell Scheme Electrics

The cost for providing single-phase mains supply and connection, including energy consumed to Shell Scheme stands is covered by the stand rental charges.

#### 5.3 Shell Scheme Name Board (Fascia)

Those Exhibitors taking a Shell Scheme stand have a Name Board provided. It is 300mm wide set at 2.2mtrs to the underside, to each open elevation comprising aluminium frame with infill panel fitted between dividing walls with additional supports at corners and where fascias exceed 4m in length.

The Exhibitors Name and Stand Number will be in standard 50mm white Helvetica Medium Capital lettering and fixed directly to fascia panel. The fascia panels will be blue with white lettering. The Exhibitor must complete and return **FORM 2** before **10 February 2013** to ensure that the Name Board is installed before the show opens.

#### 5.4 Shell Scheme Services & Regulations

For complete details and specifications on Shell Scheme stands, please refer to the Eastern Exhibition Service Manual.

All additional standfitting and display must be contained within the Shell Scheme structure and may not exceed 2.4 mtrs in height. No projections into gangways will be permitted; neither may additional display materials be fitted to the Shell Scheme Fascia.

Those Exhibitors who booked Shell Scheme stands and then get their own contractor to build a special stand, kindly ensure that you advise the contractor that the total height of the stand must not be more than 2.5 meters. Proposed stand designs must be submitted to the r Operations Manager - Exhibitions for approval **10 February 2013** .

All such special stands will be treated as Space Only and bare floor space will be provided.

No Shell Scheme options will be made available and power supply will have to be ordered separately.

## **Space Only**

### **5.5 Adjoining Walls**

Any Exhibitor whose stand area joins another on any side may agree with any such adjoining Exhibitor not to build a dividing wall, or agree to share the cost of any division required. Failure to agree will result in both Exhibitors being responsible for erecting, within the boundaries of their stands, a form of division.

Exhibitors are responsible for erecting and decorating side and back walls facing onto their stand areas to a height of 2.5m. Any such division that exceeds the height of the wall of an adjoining stand must be decorated in a plain, single, neutral colour finish with no branding or graphics. All walls on a stand must be of one level only.

Graphics, branding and logos are not to be placed on towers or other structures at the rear of the stand so as to blatantly overshadow an adjoining stand and must be shown on all drawings submitted for approval. The Senior Operations Manager reserves the right to arbitrate in any dispute and their decision is final.

In the interest of the Exhibition as a whole, it may be necessary to remove or alter part of a stand. If we feel this action must be taken, this will be at the expense of the Exhibitor concerned.

***See Height Regulations – Space Only – Standfitting Information.***

### **5.6 Columns/Light Poles/Pillars/Totems**

These are allowed to be positioned on stands.

- The dimensions of any one side of such structures should not exceed 1.5 mtrs in width.
- Multiple structures should have a minimum distance of five linear meters between them.

### **5.7 Emergency Access Gangways**

Clear access is required through each hall during build-up and breakdown to ensure that in the event of an emergency, fire and ambulance service personnel are not restricted in any way. This is achieved with the allocation of emergency access gangways which will be clearly defined on all floor plans. Exhibitors must therefore ensure that all gangways adjoining the stand are not blocked during build-up and break-down to an extent which inhibits the movement of other Exhibitors and freight. The Exhibitor is also responsible for ensuring that no obstruction is placed in the aisle adjacent to his stand throughout the open hours of the exhibition.

It is the Exhibitor's responsibility to ensure that all Contractors, delivery drivers and other staff involved in the build-up and breakdown of its stand:-

- are aware of the existence and importance of the emergency gangways; and
- ensure that they do not obstruct the gangways in any way whatsoever.

DWTC reserves the right to enforce these gangways in such ways as it sees fit; including the right to restrict the area of scaffolding or plant and limit the times during which it shall remain in the Halls or on the stand.

### **5.8 Emergency Lighting**

The illumination provided by normal lighting and by the emergency lighting should each be sufficient to enable the public, performers and staff to see their way out of the premises, stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should nowhere be less than 1 lux. This need not apply to seatways leading directly to gangways.

- Care should be exercised so that the failure of a single lamp on either supply will not cause a hazard.
- Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.
- All rooms beneath multi-storey stands and any other rooms with solid ceilings must have emergency lighting incorporated.
- Rooms with fabric or muslin type ceilings must allow adequate light through should the hall lights dim in the event of an emergency and all exits must have a battery operated emergency exit sign.

### **5.9 Floor Coverings**

- The entire space of all allocated Space Only stands must be covered with a suitable floor covering.
- Floor coverings may only be fixed to the floor using an industry recommended type of carpet tape, we recommend Euro tape, Eurocel and Advance tape.
- Areas of stands on the perimeter that are not sufficiently covered will be carpeted in the gangway carpet and this area will be charged to the Exhibitor.
- Exhibitors wishing to incorporate flooring with a metal finish must arrange with the appointed electrical Contractor to have the area adequately bonded to earth if necessary.

### 5.10 Height Regulations

The maximum height for Space Only stands is as follows, including name sign or trademark. All Space Only Exhibitors must follow the height grading system:

- Halls 1, 2, 3, 4, 5, 6, 7 & 8  
The maximum height allowed is 6 metres
- Between Halls 2 and 3 (under bulkhead)  
The maximum height allowed is 3 metres

### 5.11 Notice to Erect an Exhibition Stand

All Space Only Exhibitors shall submit **FORM 3** "Notice to Erect an Exhibition Stand". Details of work to be carried out including dimensional drawings showing the front, side and back perspectives, elevation and floor layout of the stand must accompany this form. This form is to be submitted with all required information by **10 February 2013**.

*See Stand Design Submission & Approval – Space Only – Standfitting Information.*

### 5.12 Ramps

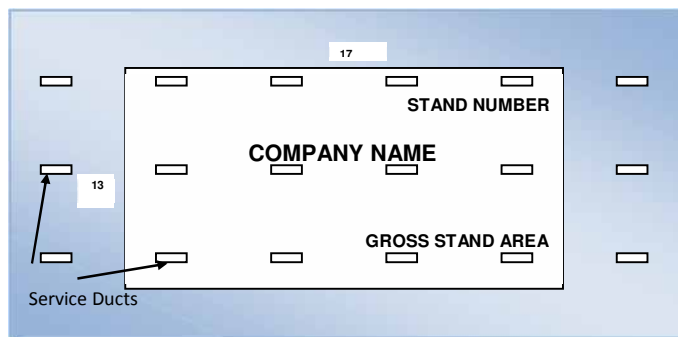
*See Stairways and Ramps to Stands – Space Only – Standfitting Information*

### 5.13 Stairways & Ramps to Stands

- 1) Any stairway having a total rise of more than 600mm shall comply with the following requirements:
  - a) there shall be clear headroom of not less than 2m over the whole width of the stairway;
  - b) the width shall be not less than 1m;
  - c) there shall not be fewer than three nor more than sixteen risers per flight;
  - d) the height of the riser shall be not be less than 75mm nor more than 180mm;
  - e) the going shall be not less than 280mm and the aggregate of the going and twice the riser shall be not less than 550mm nor more than 700mm;
  - f) the going of the landing shall be not less than the width of the stairway;
  - g) where tapered steps are constructed, the angle formed by the nosing of the tread and the nosing of the tread or landing immediately above it shall be not more than 15 degrees;
  - h) a handrail shall be -
    - i. provided on each side of a flight of the stairway and where the stairway exceeds 1.9m in width
    - ii. a handrail shall be provided so as to divide the flight equally
    - iii. designed as to afford adequate means of support to persons using the flight, continuous for the length of the flight, and
    - iv. securely fixed at a height of not less than 840mm or more than 1m (measured vertically above the line of pitch of the flight).
  - i) the treads and landings shall not be constructed of slats or perforated material.
  - j) each tread shall be level and the nosing of each tread shall overlap the back edge of the tread below it by not less than 15mm.
  - k) consecutive tapered treads shall each have the same going and rate of taper.
- 2) Cupboards formed beneath stairways and ramps shall be lined throughout with non-combustible material.
- 3) Any stairway to a Multi-storey Stand shall discharge directly to a Gangway or to the ground floor of a stand, which provides unobstructed access to a Gangway.
- 4) Any ramp having a total rise of more than 600mm shall comply with the following requirements:
  - a) the requirements of paragraphs (1) (a), (b) and (h) above.
  - b) the slope of the ramp shall not exceed 1:12 gradient.

### 5.14 Stand Area

The Organiser will issue full details of the space to be allocated to an Exhibitor indicating the stand size, area and boundaries, see **Fig 1**:





**Fig 1**

An Exhibitor must keep its design and construction of any standfittings, features, exhibits or lighting rigs within the boundaries of its allocated stand area. Under no circumstances may any element, at any height, infringe the gangways or adjacent stands or obscure any fire or exit signs, or be suspended from the roof or facility structure.

Every effort will be made to ensure that all details contained within the floor plan are accurate. The Exhibitor, however, is responsible for inspecting the hall for restrictions prior to designing any stand.

Exhibitors must not use any area behind rear walls for storage under any circumstances.

An Exhibitor is not allowed to paste or otherwise to affix or exhibit advertisements anywhere in the exhibition Halls except on his own stand. The Exhibitor may not distribute handbills, advertisements, photographs or other printed matter from the gangways and outside areas of the exhibition. They **must** remain within the stand area allocated to the Exhibitor only as must stand personnel including demonstrators/hostesses.

### **5.15 Stand Design Submission & Approval**

It is a strict condition of exhibiting that each "Space Only" Exhibitor submits **FORM 3** "Notice to Erect an Exhibition Stand" This must be accompanied by details of work to be carried out including dimensional drawings showing the front, side and back perspectives, elevation and floor layout of the stand. This is not only essential to ascertain compliance with the Organisers and Venue regulations, but also ensure that no errors have been made in the interpretation of stand area, size and position. This form is to be submitted with all required information by **10 February 2013**.

**FORM 3** and all stand designs and drawings must be sent to the Rahul Thomas; [rahul.thomas@dwtc.com](mailto:rahul.thomas@dwtc.com)

All drawings **must** be in English and clearly state:-

- Exhibiting Company Name
- Stand Number
- Designer's details and contact name
- The scale used - at least 1:200

All Stands

#### Non-Complex "Space Only" Stands

- Three copies of a plan view, clearly showing the overall dimensions of the stand, position of major exhibits, all walling and audio visual equipment.
- Three copies of each open elevation, clearly showing the dimensions of all heights, graphics, logos, etc.

#### Complex "Space Only" Stands

Inspection and approval of this type of stand is a long and involved process. With the need for each design and element of the stand to be inspected by the Organiser, as well as copies lodged with DWTC, structural engineers and if required the Local Authorities, it is essential that the following is adhered to:-

- Three copies of the initial design showing the basic principles of the stand and any feature elements should be submitted as soon as available.
- **THREE FULL SETS** of the proposed stand design as detailed below should be submitted no later than 10 February 2013:-
  - i. dimensional plan views of each floor, clearly showing planned construction, the position of major exhibits and audio visual equipment;
  - ii. detailed elevation drawings taken from each open side and any appropriate sections;
  - iii. plan and elevation drawings of each stairwell, ramp, balustrade and infill showing compliance to rules and regulations;
  - iv. copies of a simple plan view of the upper deck showing dimensional walkways, public access areas and means of escape, all with less than 15m travel distance to the top of any stairwells;
  - v. structural drawings and calculations (in English) including any design certificates, load tests to comply with good design practice and will only be accepted where provided by competent, qualified experienced structural engineers.
  - vi. the materials to be used in the construction of the Stand,
  - vii. the width and position of any fire or emergency exit and escape routes within the Stand, and
  - viii. the provision made in the structure of the Stand for protection against fire and spread of flame
  - ix. copies of the Method Statement and Risk Assessment. **See Health & Safety Information.**

Failure to meet any of the deadlines stipulated could result in the stand not being approved and therefore not built. Hereto no work is to commence in the Halls until written approval is obtained from the Senior Operations Manager - Dubai World Trade Centre (L.L.C)

## 5.16 **Walling Regulations**

### **Perimeter Walling**

Where a stand edge faces directly or in part onto another stand, all construction must be arranged so that:-

- a) no more than 20% of the stand edge is enclosed with walling;
- b) walling in excess of 6 linear metres in length must be broken up with transparent glazing, openings or other such features so as to create an open feel to the stand
- c) all external walling must be finished in a decorative and attractive manner and may utilise the side/back walls for branding purposes

Where stand edges face directly onto a DWTC wall, or officially designated catering/seating area, no walling restrictions apply other than Clause c) above. ***See Restricted Access to Stands – Space only – Standfitting Information.***

### **Other walling/Rooms on stand**

Solid running walls on stands should be confined to the central area of the stand. The total length of walling should not be more than 20% of the corresponding side (width or depth) of the stand. Any meeting / store rooms should be confined to the central area of the back / side walls and should in no way, obstruct the view of the immediate neighbouring stands.

## **Complex Stands**

This section is ONLY for Exhibitors who intend to construct a "Complex" stand which is defined as one that falls into one or more of the following categories:-

- any item that requires cross-bracing
- standfitting over 4m in height;
- staging or platforms over 600mm and viewing/service platforms
- tiered seating;
- a double storey or multi-level stand;
- purpose built or fixed step/stairs of any height
- any stand over 100 m<sup>2</sup>
- Sound/lighting towers
- Provide for a "Closely Seated Audience" of 15 or more chairs "theatre style"
- The travel distance from any part of a Stand to an open side or exit or to a Gangway is greater than 10m

## 5.17 **Auditoria & Seminar Areas**

Requirements where Provision is made for a Closely Seated Audience

- (1) This Regulation shall apply where provision is made for a Closely Seated Audience of more than fifteen persons, theatre style within a Stand.
- (2) The maximum number of persons, which may be accommodated, shall be displayed and calculated in relation to the area, utilised by such audience at the rate of 0.5m<sup>2</sup> per person; this number should be prominently displayed.
- (3) Emergency lighting from a source other than that supplying the normal lighting in the Centre.
- (4) The number of exits shall not be less than the number shown in the second column of Table A in this regulation and the minimum width of exit shall be not less than the width shown in the third column of that table in each case having regard to the number of persons shown in the first column of that Table, provided that each exit shall be remote from any other.
- (5) Each exit shall deliver to a Gangway terminating at one or both ends at an exit door on the perimeter of a Hall and the Gangway shall not be less width than the combined minimum widths of each exit discharging to that Gangway.
- (6) Any notices regarding means of escape shall;
  - a) Be sited in a conspicuous position above or adjacent to all exits,
  - b) Where necessary be positioned to indicate the route of escape
  - c) Have no other markings except means of escape in Arabic and English
  - d) Have all lettering and markings in Arabic and English
    - (i) Clearly distinctive against their background
    - (ii) At least 125mm in size
    - (iii) Clearly visible when either normal or emergency lighting is in use.
- (7) Where a stage is provided:
  - a) Not less than half the exits for the audience shall be sited remote from the stage;

- b) Two exits one of which must be other than by way of any stage, shall be provided from each dressing room in either of the following cases -
- (i) Where the travel distance from any point in such room to the exit doorway there from exceeds 7.5m,
  - (ii) Where there is direct access to a stage or platform or stage basement.
- (8) Seats and Gangways in the auditorium shall be so arranged that:
- Free and ready access is direct to each exit;
  - No portion of any Gangway shall be more than 18m from an exit from the auditorium measured along the line of the Gangway;
  - The seating area assigned to each person shall not be less than : -
    - (i) 750mm in depth where backs are provided or 600mm in any other case;
    - (ii) 500mm in width where arms are provided or 450mm in any other case;
  - A clear seatway of at least 300mm measured perpendicularly from the back of one unit to the front of the unit immediately behind shall be provided;
  - The number of seats in a row shall not exceed twelve if there is a Gangway at one end of the row and twenty-four, where there is a Gangway at each row end;
  - All chairs or other single seats shall be secured together in lengths of not fewer than four seats;
  - Provision shall be made for fixing to the floor the rows of seating flanking the front, back and cross Gangways and seats near exits, but if all the seats in each row or length are secured together, only the end seats of such row or length shall be fixed to the floor;
- (9) Notwithstanding the provisions of paragraph (8) (g) of this Regulation where it is impracticable to fix such seating and the seating is not of a permanent nature, floor bars may be used. Such bars shall have a cambered top surface and shall extend from the row to be fixed to at least two adjacent rows but shall not extend across Gangways.
- (10) No area beneath a stage, tiered seating, or a stairway to such stage or tiered seating shall be used for storage purposes.

**TABLE A TO REGULATION (4)**

Number of persons	Minimum number of exits	Minimum width of exits (m)
Up to 200	2	1.0
200 -300	2	1.2
300 – 400	2	1.4
400 -500	2	1.6
Over 500	2	
Plus 1 additional exit of minimum width 1.6m for every additional 250 persons or part of 250 persons.		

## 5.18 **Balustrades & Handrails**

### **Handrails -Design Considerations**

People who have physical difficulty in negotiating changes of level need the help of a handrail that can be gripped easily, is comfortable to touch and, preferably, provides good forearm support.

Handrails should be spaced away from the wall and rigidly supported in a way that avoids impeding finger grip.

Handrails should be set at heights that are convenient for all users and should extend safely beyond the top and bottom of flights of steps, or a ramp, to give both stability and warning of presence of a change of level.

- A continuous handrail must be provided across the flights and landings of ramped or stepped access.
- The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, or a flight of steps, must be between 900 and 1000mm. From the surface of a landing it must be between 900 and 1100mm.
- Where there is a full height structural guarding, the vertical height to the top of a second lower handrail from the pitch line of the surface of a ramp, or a flight of steps, is 600mm, where provided.
- Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

- Handrails must extend at least 300mm horizontally beyond the top and bottom of a ramped access, or the top and bottom nosing of a flight or flights of steps, while not projecting into an access route.
- Handrails should contrast visually with the background against which it is seen, without being highly reflective.
- The surface of a handrail should be slip resistant and not cold to touch
- A handrail must terminate in a way that reduces the risk of clothing being caught.
- If the profile is circular its diameter must be between 40 and 45mm. If it is oval the width should preferably be 50mm.
- There must be a clearance of between 60 and 75mm between the handrail and any adjacent wall surface.
- There must be a clearance of at least 50mm between a cranked support and the underside of the handrail.
- The inner rail of a handrail must be located no more than 50mm beyond the surface width of the width of the ramped or stepped access.

#### **Barriers (Balustrades)**

Barriers shall be provided to protect exposed edges of landings, balconies and any other changes of levels exceeding 320mm. Barriers shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

### **5.19 Base Plates**

The floor loading capacity is 1500kgs per sq/m on all main floor areas in the Halls, except The Pavilion where the capacity is 1000kgs per sq/m and Shk Rashid & Shk Maktoum where the capacity is 500kgs per sq/m. Exhibitors with heavier exhibits should provide the Organisers with details of the exhibits together with their exact position so that they can ascertain whether special weight spreading facilities are necessary.

Any structures in DWTC that are lying over the Service Ducts must have base plates of a minimum area of 1m<sup>2</sup> (i.e. must have a length of 1m and a width of 1m x 12mm thick Grade 43a steel). *See Service Ducts – Technical Information*

Building paper must be provided between the base plate and the floor.

The position of all base plates must be clearly shown on all drawings. No fixings whatsoever may be made to the Hall Floors.

### **5.20 Double Storey Stands**

**The minimum size for all double storey stands is 36 sq/m and subject to design approval by the Organisers. No double storey stands are allowed in the Concourse.**

Double-decker stand designs will only be accepted if there is a valid double-decker stand booking made by the Exhibitor. Stand approval and/or construction will be stopped immediately should there be no valid booking.

Exhibitors building double-storey stands will have to ensure an open ground floor plan so as to not obstruct the view, in any way, of the neighbouring stands.

Double storey stands must be constructed of materials as specified in *Materials – Technical Information* and arranged as follows:-

- Ceilings, other than to the topmost storey, must be of solid construction or of inherently non-flammable fabric. Treated fabric may be permitted to single storey portions of stands if not exposed to the risk of fire from lighted articles dropped from above.
- Cupboards, enclosed offices, storerooms, etc, formed beneath the upper floor of a two storey stand must be lined throughout with non-combustible fire resisting material.
- The maximum distance to the nearest exit from the upper area or to a point from which escape is available in separate directions to alternative exits must not exceed 12m. Include 50 person rule (More than 50 people will not occupy the level served by the staircase at any one time public, performers and staff inclusive)
- Each level must have minimum headroom of at least 2.3m.
- All enclosed areas must incorporate suitable, independently powered emergency lighting and exit signage.
- Exhibitors must make arrangements for a fire extinguisher to be prominently positioned on each floor.

#### **Rigging**

The DWTC Events Services Department is the sole provider of all top and primary rigging at the venue. All rigging operations at the venues are subject to approval by the engineering team responsible for technical services. Any steel wires, shackles, web slings, chains or lifting appliances are classed as rigging accessories.

### **5.21 Adjustment to Permanent Hall Lighting**

Where adjustment to the permanent hall lighting is required by means of the removal or isolation of house lighting, this may only be undertaken at the sole discretion of DWTC. Such adjustment may only be considered for areas within the allocated stand area boundaries and must be notified to the Senior Operations Manager at the time of placing confirmation orders for rigging services at least two week prior to build.

Wherever such adjustment is made to the hall lighting, temporary measures must be made to provide adequate temporary lighting for build-up and breakdown periods.

#### **5.22 Area Boundaries**

All suspended systems must be totally self-contained within the boundaries of the allocated stand area to which they relate and must either be totally suspended or totally ground supported.

#### **5.23 Enquiries and Orders**

Any Contractor intending to carry out installation of suspended fittings must contact:

Customer Contact Centre

Telephone: +971 43086333

Fax: +971 4 3188741

E-mail: C3@dwtc.com

And adhere to the implemented Rigging Form (see **FORM 12**) to place their orders and a review of the guidelines.

#### **5.24 General Rigging Regulations**

Installation of overhead suspended lighting rigs, are subject to limitations on weight loading. To ensure complete safety, it is imperative that we are provided with, a detailed drawing specifying the amount, dimension, load, proposed suspension points and positioning of the banks which require to be suspended. This drawing along with the stand design needs to be submitted to us by **10 February 2013**, for checking prior to issuing final approval.

The proper installation and removal of these lighting systems will be the Exhibitors responsibility. However, it would be done under the supervision of the concerned Dubai World Trade Centre personnel. Any cost, if incurred, for the installation of these systems will be borne by the Exhibitor.

#### **5.25 Lighting Adjustment/Focusing**

Adjustment/focusing of lighting fittings in situ is permitted, provided that:-

- The persons involved on the operation are experienced and competent to do so.
- All appropriate health and safety equipment required for the safe execution of the operation is not only available and in good working order **BUT IT IS ALSO USED** (this includes PPE such as safety harnesses, bump caps, stabilising legs for access towers and hoists, etc).
- The area underneath and in the immediate vicinity is kept free of personnel by appropriate barriers, warning tape or stewarding.

#### **5.26 Suspended Lighting Equipment**

Suspended lighting fittings (other than single lamp pendants) shall be provided with adequate means of suspension independent of the electrical conductors. Heavy lighting fittings shall be provided with a secondary means of suspension.

All equipment attached to trusses is subject to the conditions of the Electrical Regulations Section. The electrical mains supply for suspended lighting systems shall be separate from the stand mains supply, but must be located within the allocated stand area to which it relates.

If the suspended system is to be raised and/or lowered by the use of electric motors a separate electrical mains supply must be used. This supply will be connected to raise the rig, disconnected once the rig is installed, and then re-connected at the close of the Show to allow for lowering of the rig. (**NOTE:** the use of the lighting or stand mains power supply for this purpose is NOT permitted.)

Lights, lasers and reflectors must be directed in such a manner as to ensure that the light beam projected is contained within the allocated stand area boundaries to which they relate.

*See Specialised Lighting & Laser Displays, Technical Information.*

#### **5.27 Lighting Trusses**

Lighting trusses are to be of a tubular metal construction, finished in a single neutral colour or natural metal finish.

A structural report, certified by a competent, independent structural engineer, must be available for inspection for all suspended truss systems.

At all times, all suspended truss systems must be used within the confines of the structural report relevant to such systems.

#### **5.28 Truss Infills**

Truss infills are permitted. Full proposals, taking into consideration information below, must be submitted to the Organiser by **10 February 2013**

The following should be noted:-

- Infills must be of a single thickness muslin, casement or other such material that will allow egress of water from the permanent sprinkler system installed throughout the Premises.
- All materials used for infills must be flame retardant treated to BS5867 Part 2 minimum and a certificate of flame retardant treatment must be available for inspection.
- Installation of infills is subject to any restrictions from CCTV, ventilation systems or other applicable restrictions from any permanent services within the Premises and must, in all circumstances, be clearly indicated on any design plans.

The colour of the truss infill must be white/neutral

## **6.0 Technical Information**

### **6.1 Adhesive tapes**

Adhesive tapes used to fix carpets or other materials to floor areas must be removed after use without damage to the floor.

Plastic packing tape, gaffer tape, masking tape or drafting tape, which are the most difficult tapes to remove from floors, is not to be used. DWTC recommend that the following tapes are used – Euro tape, Eurocel and Advance tape.

DWTC will examine the hall floors after the removal of tapes and if the floor surface is found to be damaged a charge will be made for repairs. Any tapes not removed by the Contractor will be removed by DWTC and a charge of AED 50.00 per metre will be made.

### **6.2 Audio Visual Equipment**

The use of PA systems, video monitors and walls etc, is ONLY permitted provided the following is observed:-

All speakers are to be positioned within the boundaries of the stand and angled so that they face inwards towards the centre point of the stand.

Video equipment must be placed so as not to blatantly face other stands, or so as to cause restrictions in the flow of visitors down any gangways. Sufficient space must be allocated within the boundaries of the stand for the viewing of any such video features.

The use of super high intensity bass systems, strobe lighting or any other such type of audio visual equipment, is prohibited without the written permission of the Senior Operations Manager

All lights, projectors and reflectors etc, must be positioned to ensure that the beam projected is contained within the boundaries of an Exhibitor's allotted stand area at all times.

All such equipment must be clearly indicated on the submitted stand design.

### **6.3 Dilapidations**

The Exhibitor is responsible for any damage to the fabric of the Premises caused by it, its agents or its Contractors. This includes incorrect use of carpet tape on the hall floor; we recommend Euro tape, Eurocel and Advance tape.

***See Adhesive Tapes – Technical Information.***

- On arrival at the Venue, the Exhibitor or its appointed Contractor is required to report to the Organiser who will inspect the stand area for dilapidations.
- During breakdown, and once the stand area has been cleared of all standfittings, exhibits and waste materials, the Exhibitor or its appointed Contractor will be required to sign a clearance form (confirming any dilapidations) issued by the Organiser.
- Failure to obtain a clearance form will result in the loss of right of appeal against any dilapidation charges made.

Before the end of the tenancy, the Premises will be inspected by DWTC and, in accordance with the Licence, any damage to the building structure occasioned by an Exhibitor or its Contractor will be notified to the Organiser who will invoice the Exhibitor for the cost of any repairs.

### **6.4 Disabled Access**

Exhibitors should ensure that they have considered all features that may make it unreasonably difficult for a disabled person to access their stand.

Any Exhibitor incorporating a platform that exceeds 38mm in height or a part platform that exceeds 20m<sup>2</sup> AND 38mm in height, MUST ensure that it is accessible to the disabled visitor and should contain clear and specified access and constructed in such a way as to conform to the following:-

- bevelled with a ramp of no more than 5° (1:12 gradient);
- a minimum of 1000mm wide; and
- fitted with a handrail on each side or other such division to avoid any trip hazard resulting from the change of floor levels.

***See Balustrades & Handrails –Complex Stands – Standfitting Information***

### **6.5 Early Access for Suspended Lighting and/or steelwork Erection and Power**

Early entry for suspended lighting rigging purposes and/or steelwork erection is not always available.

Application for this facility must be made to the Senior Operations Manager at least 6 weeks prior to the show. If Early Access is available the Senior Operations Manager will notify the Exhibitor/Contractor of the dates available and the associated cost. If any electrical power is required then this will have to be ordered from the Electrical Contractor. Charges may be made for this extra facility and will be invoiced directly by the Electrical Contractor.

### **6.6 Fixing to Building Structures**

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, walls, ceilings or other parts of the premises. This shall include the fixing of holding down bolts, attachments to the structural steel work, and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior. ***See Rigging – Standfitting Information***

Suspended stand fittings will not be permitted. However the Company may permit suspension from the Hall roof of banners or other decorative materials provided that:

- They form part of an overall scheme of decoration approved by the organiser.
- Application is made to the Senior Manager – Exhibitions Operations by **10 February 2013**
- The proposed suspended units do not overstress the roof structure.
- Full details are submitted at the time of application.
- Work is carried out by the Exhibitor's Contractor.



- Sufficient time is available during the tenancy to install and remove.

## 6.7 **Fixings to Floors**

Fixings to the surface of the hall floor to secure margin boards, cable clips and similar items of Stand fittings will not be permitted. Any damage to the floor will be repaired by DWTC and charged to the Exhibitor accordingly.

## 6.8 **Floor Loadings**

The Hall floors, not including trench covers, can withstand a loading of 1500kg per square meter, except for The Pavilion which is 1000 kg per square meter. Shk Rashid & Shk Maktoum Halls have a maximum loading of 500kgs.

***See Base Plates – Complex Stands – Standfitting Information***

## 6.9 **Gas and Compressed Air**

Exhibitors requiring compressed air should contact the Organiser for assistance and complete the Air Compressor Schedule Form. The form must be returned to DWTC **at least 2 weeks** prior to the start of the build-up for approval by DWTC Venue Health & Safety Division.

All compressor pipe installation will be inside the floor trenches.

Organisers or Exhibitors requiring compressed air at higher bar ratings than can be provided through technical services Contractors **must locate their compressor outside the building** and request technical services assistance in the provision of the supply through the utility ducts in the venues.

If there is a genuine reason why the compressor must be located within the halls; and not because the location of the compressor was overlooked by the Exhibitor. It may be possible to use an electric compressor; provided the following requirements are met:

- The compressor is super-silence and not a noise nuisance
- The equipment was tested & inspected during the previous year, or the equipment is less than a year old and in good working order and condition.

Exhibitors requiring Gas should contact the Organiser for assistance and complete the Gas Connection Form. The form must be returned to the DWTC **at least 2 weeks** prior to the start of the tenancy for approval by DWTC Venue Health & Safety Division.

## 6.10 **IT & Communication Services**

Telephone and facsimile services are provided by Dubai World Trade (L.L.C.). The telecommunication facility will flow from state of the art technology provided by a highly sophisticated PABX system. Any network connections (to any hosts within or outside UAE or Internet) made using the PABX extension is entirely your decision.

- The system can provide telephone and facsimile connections at local, national (UAE) and international levels as required. Please indicate your choice on the order form. Each telephone can be code locked to prevent unauthorized use.
- Orders through PABX - Charges are payable 100% in advance and cover installation, connection, line rental, equipment rental and purchase of units against line usage. Should your line usage exceed your deposit during the exhibition, the option to purchase additional units is available. (A statement, including a printout of line usage and any refund will be sent to you following the exhibition). Service will not be provided without payment.
- Orders received 14 days or less before the start of the exhibition will be subject to a 100% surcharge and may not be processed.
- Devices attached to an Etisalat line require to be 'type approved' by Etisalat. Devices which are not 'type approved' cannot be guaranteed to operate. Installation of Exhibitor-provided equipment is entirely at the Exhibitor's risk and DWTC is unable to take any responsibility for malfunction or failure to operate.
- If at any time during the exhibition a virus has infected one or more of the Exhibitors' computers, the DWTC will not be held responsible.
- WTC will only provide telecommunication lines to Exhibitor stands. DWTC is unable to provide any modem or set-up support. An ISDN Modem is must for ISDN Line.
- All line and equipment usage during the period of hire is the responsibility of the person/company applying on relevant Form Numbers. Once handed over, the equipment becomes the responsibility of the hirer and must be returned to the organizers office within 1 hour of the close of the last day of the show.
- It is advisable that the Exhibitor insures the equipment hired.
- Remember to order a power point for the fax machine.
- Tell your stand Contractor that you have ordered telecommunications.

- Missing or lost telecommunication instruments will be charged for as follows:  
Telephone sets - AED 120.00 each  
Fax machines - AED 1,100.00 each

Please refer to the following forms for more information and to place your order.

- **FORM 14** – Data & Telecomm Services
- **FORM 15** – Audio Visual inc Satellite Services

### **Wi-Fi Clean Air Policy**

#### **Purpose**

As the Wi-Fi wireless networking uses the shared resource of the unlicensed radio frequencies, it is necessary to regulate the usage of such devices within the Dubai World Trade Centre (DWTC) venues.

By applying this policy, reliable and secure Wi-Fi based services can be provided at DWTC.

This policy applies to all wireless networking devices and users on DWTC premises.

#### **Policy**

##### **Ownership and Management of Radio Airspace**

DWTC is the owner of the unlicensed radio frequencies on its property. These include the FCC 2.4 GHz Industrial/Scientific/Medical (ISM) and the 5 GHz Unlicensed National Information Infrastructure (UNII) bands used in wireless networking. DWTC is responsible for managing these radio frequencies for the benefit of DWTC users. DWTC may restrict use of any devices that can cause interference in the unlicensed radio frequencies ranges. These include cordless phones, microwave ovens, high voltage audio speakers or any radio transmission devices.

DWTC is solely responsible for providing wireless networking services within its venues and offices. No other entity may deploy wireless network access points or other wireless service in its space. Private wireless access points in the exhibition halls, concourse areas, meeting rooms or offices are strictly prohibited. DWTC reserves its right to sanction non-compliance.

DWTC is responsible for maintaining a secure network and will deploy adequate security mechanisms to support wireless networking in the venues.

DWTC deployed a wireless network to cover all its venues, based on the 802.11 standards. DWTC will work with other entities to accommodate special needs, where technically feasible.

DWTC will collaborate with organisers and tenants where devices used for specific business reasons may require specific solutions.

##### **Wireless Service Considerations**

Wireless networking has bandwidth limitations compared to the wired network. The wireless network should be viewed as augmenting the wired network, to provide more flexible network use. Applications that require large amounts of bandwidth, or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

##### **Standards supported**

IEEE 802.11a is the preferred wireless networking standard. Security standards may be applied as needed.

## **6.11 Lifting, Handling & Transportation of Goods**

The Official Freight Forwarder and On-site Handling Agents are Airlink International UAE/ Agility Logistics and they will take care of the shipping and transportation requests of our Exhibitors. They have total responsibility for the movement of all exhibits on the exhibition site. Their contact details are as follows:

##### **Airlink International UAE**

P. O. Box 10466

Dubai, United Arab Emirates

Telephone: +971 4 3325334

Fax: +971 4 3325155

E-mail: j.khoury@airlink.ae / exhibitions@airlink.ae

Contact: Jihad Khoury

##### **Agility Logistics**

P. O. Box 52378

Dubai, United Arab Emirates

Telephone: +971 4 3312003  
Fax: +971 4 3310007  
E-mail: gjacob@agilitylogistics.com  
Contact: George Jacob

We recommend that Exhibitors use the services of Airlink International UAE/ Agility Logistics as they have experience in handling exhibition shipments and will supply comprehensive pre-exhibition, site and post-exhibition services.

#### **Video Tapes, CD & DVD**

Please note that the import of videocassettes, CD & DVD is subject to censorship by the Ministry of Information. Exhibitors proposing to use videotapes at Exhibition are recommended to obtain necessary clearance through Airlink International UAE/ Agility Logistics.

### **6.12 Materials**

#### **Fitness of Materials**

All materials used in the construction of stands, features and displays, including signs and fascias, shall be;

- Non-combustible, inherently non-flammable or durably flameproofed. Advice can be obtained from the Venue's Health and Safety department.
- Of a suitable nature and quality in relation to the purposes for and conditions in which they are used
- Adequately mixed or prepared before being brought to the Centre
- Applied, used or fixed so are adequate to perform the functions for which they are designed.

### **6.13 Means of Escape**

Each and all stands must be designed in such a way as to ensure that the maximum travel distance from any part of the stand (offices, hospitality, auditoria, etc) to a gangway or unobstructed access to a gangway does not exceed 15m

### **6.14 Minimum Standfittings**

All Space Only stands MUST, at the Exhibitor's expense, have a minimum standfitting requirement of floor covering to occupy the **whole** of the stand area and suitable dividing walls between stands including back walls, both to be a minimum height that relates to the height regulations.

All Space Only stands on the perimeter of the hall MUST have back walls and suitable dividing walls between stands to a minimum height that relates to the height regulations.

***See Height Limits – Standfitting Information.***

### **6.15 Platforms**

It is the responsibility of Exhibitors taking Space Only to make their own arrangements for the provision of platform for their stand area, which would facilitate the passage of cables.

An Exhibitor may incorporate platforms as part of its overall stand design provided they are constructed in such a way as to conform to the following:-

- Sharp metal edging must not be used. The platform should have timber finished edging and all corners should be rounded
- Corners of stand platforms must be fixed securely and flush with the floor, where practical, to prevent a trip hazard.
- If a Platform abuts an adjoining stand Exhibitors must agree with the adjacent Exhibitor/s on adjustments to be made to the height of the platform.
- Provision for a special ramp for handicapped visitors on stands with platform is a MUST, with sides clearly defined at not more than 1:12 gradient as described in ***Disabled Access – Technical Information***
- Platforms in excess of 600mm must conform to: ***See Structural Stability – Technical Information***
- Platforms and stages for public use over 320mm high shall require a suitable handrail. ***See Balustrades & Handrails – Complex Stands – Standfitting Information***

Exhibitors occupying two or more stands as part of their corporate group strategy are allowed to platform the gangways between their stands subject to the following:-

- Written permission must be granted from the Organiser,
- The stands must be adjacent to each other, or
- The gangway must be clearly highlighted with studs or other means of identification.

### **6.16 Restricted Access to Stands**

An Exhibitor may barrier the whole or part of its stand to control access to visitors provided it is constructed in compliance with the following:-

- a) Any barrier exceeding 1500mm in height must conform to **See Balustrades & Handrails – Complex Stands – Standfitting Information**.
- b) Any barrier must be designed for a horizontal load of 1.5kN calculated at a height of 1.1m from floor level unless prior dispensation has been given by the Technical Consultants.
- c) Barriers must be positioned at a minimum height of 500mm to ensure that they are not a trip hazard to visitors.
- d) Emergency exits must be incorporated at intervals at no less than every 20m of the perimeter of the barriered area, with a minimum of 2 such exits on any enclosed area irrespective of size.
- e) Clear and specified access and exit points, including provision for disabled visitors, must be incorporated. They must be a minimum of 1000mm wide and must be able to be opened immediately in an emergency.
- f) Unless an Exhibitor wishes to restrict access to invited guests only and not allow the general public access to the stand, then 5% or 10m<sup>2</sup> (whichever is the greater) of the available enclosed area must be incorporated within the stand area for the queuing of visitors.
- g) If access is to be limited to invited guests as detailed in **Clause (f)** this must be clearly indicated on the stand design submitted for approval.
- h) All exits including gates must not open into the gangway.

## **6.17 Safety of Working Exhibits**

In order to offer some guidance to those Exhibitors planning to demonstrate equipment, the following should be noted:-

- All running machinery and other working apparatus must be efficiently guarded to the satisfaction of the relevant Authorities to prevent injury to persons.
- Exhibits must be positioned so that, at no time, do they intrude into the gangway or cause a hazard to visitors.
- Starting devices on machines should be isolated to prevent visitors operating unattended exhibits.
- Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.
- Any exhibit or process that generates noxious or toxic fumes, exhausts or smoke of any kind is not permitted.
- The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited.
- All supplies of fuel are to be kept outside the Show in a controlled store for flammable items.
- The Organiser reserves the right to terminate an equipment demonstration at any time.

## **6.18 Service Ducts**

- Exclusion - Access to and use of the Service Ducts (floor trenches) is limited to employees of DWTC, or Contractors employed by DWTC, for the purpose of installing main supply cables, piped services and telephone equipment.
- Limited Use - DWTC will consider limited use of the Service Ducts, for purposes other than those specified above provided that the installation in the duct is carried out by or under the supervision of DWTC and that such use has been agreed in writing prior to the commencement of tenancy. **See also Floor Loadings – Technical Information**

## **6.19 Smoke Alarms**

All enclosed rooms beneath multi-storey stand and any other rooms with solid ceilings must have smoke alarms incorporated.

## **6.20 Smoke Machines**

Smoke machines should not be used without the prior approval of DWTC H&S Dept.

Details of the type of smoke generator to be used must be submitted to the Organiser along with the stand design for submission to DWTC H&S Dept. Measures must also be taken to ensure that CO<sub>2</sub> levels do not adversely affect public safety. This must be accompanied by a risk assessment.

## **6.21 Specialised Lighting & Laser Displays**

### **Specialised Lighting**

All forms of Specialised Lighting (such as neons, to include visible fireman's switch, rotographics, interactive and laser imaging) must be produced in such a way as to be contained within the boundaries of the Exhibitor's allotted stand area at all times.

The bouncing of any projected images off or on to the fabric of the Premises or other adjoining stands is strictly prohibited.

Any use of specialist graphic equipment must be done in accordance with the Organisers Regulations.

#### **Laserlight Shows**

#### ***See Pyrotechnics, Smoke Machines and Specialist Equipment – Health & Safety Information***

It is the Exhibitor's responsibility to ensure that all laser installations are fully inspected and approved by a competent person on site prior to the first open day. The Organisers are authorised to suspend any such installations regarded as dangerous or not complying with the Regulations.

Final approval will be given by the Organiser and DWTC Venue Health & Safety Division subject to the above regulations.

### **6.22 Standards**

Each Exhibitor must undertake to erect a stand that is in keeping with the high reputation of the Show. Upon inspection, should an Exhibitor's stand, in the opinion of the Organiser, whose decision is final, fail to be of a quality that reflects the event as a whole, the Organiser has the authority to carry out any actions applicable, of which any costs or expenses are to be borne by the Exhibitor.

### **6.23 Structural Stability**

#### **Interpretation**

"Dead load" means the force due to the static mass of all walls, partitions, floors, roofs and finishes and "imposed load" means the load assumed to be produced by the intended occupancy or use, including distributed, concentrated, impact, dynamic and inertia loads.

#### **Calculation of Loading**

In determining for the purpose of this part the loads to which any Stand will be subjected:

- "dead loads" shall be calculated from the actual known weights of the materials used. Any beams and/or flooring that are for the purpose of lateral distribution shall be designed to carry a uniformly distributed load per square metre of not less than 1 kN/m<sup>2</sup>
- "imposed loads" shall be calculated as being equivalent to a uniformly distributed load per square metre of area measured on plan of not less than 5 kN/m<sup>2</sup>

#### **Structure of Stands**

The structure of a Stand shall safely sustain and transmit to the floor of the Hall the combined "dead load" and "imposed load" without any deflection or deformation as will impair the stability of the Stand.

### **6.24 Use of Mortar**

Persons proposing to erect brick, stone or block walls, etc., shall lay heavy duty building paper or similar material on the floors under the walls, etc., to protect the floor surfaces from mortar damage. The cost of repairing any damage caused to floors by the erection or dismantling of this work will be re-charged.

### **6.25 Water & Waste**

All exhibits and ancillary equipment containing water shall be carefully drained down at the end of an exhibition, in such a way that water is not discharged onto the floor of the Halls. Any costs involved in dealing with water discharge onto the floors of the Halls, or into the service ducts, or any damage caused to mains services in the service ducts or tunnels under the Halls by the discharge of water, will be charged to the Licensee.

All pipework used in the installations shall be suitable for the operating pressure of the mains service for which it is to be used.

No paint, oils, fats, waste food, spirits, chemicals or other noxious substances shall be discharged into the drainage system. These materials shall be discharged into closed containers manufactured of material suitable for this purpose. Full details of wastes of these types are to be submitted to the Company who will make arrangements for their disposal at the cost of the Exhibitor.

The cost of clearing or repairing the drainage system or making good any other damage caused by the stand effluent shall be the responsibility of the Exhibitor.

The Official Water & Waste Contractor for the event is as follows:

Dubai World Trade Centre

P.O. Box 9292

Dubai

United Arab Emirates

Customer Contact Centre

Telephone: +971 43086333

Fax: +971 4 3188741

E-mail: C3@dwtc.com

This service is only available for 'Space Only' Exhibitors. Please refer to **FORM 13** to place your Water & Waste Order.

## 6.26 **Water Features**

Full details of all vessels containing 250 litres or more of water or other liquids are to be submitted to DWTC for approval at least six weeks before the first day of the Licence Period.

All vessels of this type containing water are to be fitted with either a connection in the base to a waste pipe ordered from DWTC Event Services or a suitable connection incorporating a pump connected to a waste pipe ordered from DWTC Event Services. This is to ensure that means are always available to easily drain down the vessel in case of emergency and at the end of the exhibition.

DWTC Event Services will undertake to fill and empty vessels by means other than piped water supply and drain where the construction of the vessels will not permit the fitting of pipework. The cost of such work will be charged to the Exhibitor.

Enquiries regarding the supply of water and draining down of vessels of any type must be made to DWTC Event Services at least six weeks before the start of the Licence Period. DWTC Event Services will charge the applicant for the provision of this service, who will be advised of the cost before the work is put in hand.

If any Exhibitor intends to have a water feature on its stand, full details must be included when submitting a stand design.

An outbreak of Legionella is a risk associated with water features and an Exhibitor's Risk Assessment should also cover all the reasonable measures that will be taken to prevent an outbreak.

***See Water Butts, Water Systems and Legionellosis - Health & Safety Information.***

## 6.27 **Working in the Venue**

- Any grinding, cutting, welding machines are not allowed to be used in the exhibition halls.
- Any electrically operated wood cutting machines are not allowed to be used in the exhibition halls.
- Any type of spray paint (compressed paint) is not allowed to be used in the exhibition halls.
- Any type of air conditioning units are not allowed to be installed on stands inside the exhibition halls.
- Any erecting of scaffolding should be inspected by a Third Party inspector, appointed by DWTC Engineering.
- Any access equipment, used inside the exhibition halls, has to be electrically operated only.
- No boom lifts or scissor lifts are allowed to be used within the DWTC premises without approval.

All Contractors must advise the Organiser well in advance on the use of any Boom lift / Cranes etc, in the halls. Without prior approval access will be denied. Please advise on the type, duration and contact mobile no. of the responsible person.